

Statement of Deficiencies

5307-A.1: Mastercard

Not Met

Findings/Corrections

5307.A.1. [6] of [7] children's records reviewed lacked the required information on the Child's Information Form (MasterCard) as the following information was omitted [Dentist telephone number]. Information form to include: name, birth date, sex, date of admission, name and phone number child's physician and dentist, dietary restrictions and allergies and signed and dated by the parent.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date for 1 staff.

5312-A: Orientation Training

Not Met

Findings/Corrections

5312.A. Provider lacked documentation that 1 staff, received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;
Emergency and evacuation plan;
Supervision of children;
Discipline policy;
Job description;
Individual needs of the children enrolled;
Detecting and reporting child abuse and neglect;
Current Child Day Care Class "A" Minimum Licensing Standards;
Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

5312-B: Quarterly Training

Not Met

Findings/Corrections

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. Last documented meeting was held on [11/04].

Signatures of staff were not included on copies held at the center.

Statement of Deficiencies

5312-C: Annual Review

Not Met

Findings/Corrections

5312.C. Provider lacked documentation that 1 staff havd annually reviewed the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families

5312-E: CPR and First Aid

Not Met

Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. 1] of [3] staff had documentation of this certification.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [0] of [3] staff had documentation of this certification.

5335-D: Master Transportation List

Not Met

Findings/Corrections

No Master Transportation List 5335.D. The provider did not have documentation that the driver or attendant was provided with a master transportation list that includes each child's name, pick up and drop off locations and authorized persons to whom the child may be released. Transportation is provided by the center.